# REQUEST TO TRANSFER HOST
# for a J-1 Scholar or Intern

When a J-1 scholar or intern comes to UTK, he/she is assigned to a host professor or other staff member for the duration of the visit. It is the host's responsibility to assist the scholar/intern as needed, collaborate with, or supervise (as appropriate) the scholar/intern in research or other program activities, make sure he/she is integrated in department activities, and notify the Center for International Education if/when the scholar/intern is absent from The University for more than thirty days (as required by U.S. law), or finishes the program early. Sometimes it is necessary to change the host assigned to the scholar or intern. This is allowed as long as the activities and "program goals" of the scholar/intern will not change substantially, and as long as the new host professor agrees to take on the responsibility of the host.

If the host will change, this form should be completed and signed by the new host and the department head and sent to The UT Center for International Education, 1620 Melrose Avenue (3531). Call Wendy Syer at 974-3177 if there are questions.

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1. Name of Scholar/Intern: _____ 2. Host Department _____

[If host department will change, give name of new department, but call the Center for International Education to discuss before completing form. Normally, the host department should not change]

3. Intended Dates of Scholar/Intern's J-1 Program with new host: _____ to _____

4. Short description of program (e.g. "research in plant genetics") _____

_____

5. Name of new host professor/staff member _____

6. Telephone number _____ 7. E-Mail _____

8. Reason for change:

_____ Previous host professor/staff member is leaving UTK
_____ Interests of the new host more closely match those of the scholar/intern
_____ Other: _____

9. Will the source of funding for this scholar/intern change from the information on the original J-1 Request

_____ No _____ Yes (If yes, Call CIE to discuss)

10. **Approval by New Host Professor**: I certify that this visitor will be associated with me for the dates listed in Question 3 above. I will ensure that he/she is included in the activities of this department. **If the visitor leaves early or is absent for more than 30 days, I will inform my Department Head and/or the UT Center for International Education.**

_____ _____ _____
Host Professor Signature | Name (printed) | Date

11. **Approval by [new] Department Head:** I will [continue to] ensure that this visitor is included in the activities of this department for the duration of his/her program.

Will this scholar be exposed to technology, equipment, software, or information a ) listed on the Commerce Control List (CCL) of the Export Administration Regulations (EAR) or b) subject to the International Traffic in Arms Regulations (ITAR) listed as a Defense Article or Technical Data on the U.S. Munitions List (USML), or otherwise designed, developed, configured, adapted or modified for military application?

_____ Yes _____ No

[If yes, explain on a separate sheet.] If you are not sure, please consult the UT Export Control Officer at 974-0232.

**IMPORTANT: I will inform the Center for International Education if the visitor is terminated from employment or leaves The University more than 30 days earlier than the date given above or if the visitor is absent from The University for more than 30 days.**

_____ _____ _____
Department Head Signature | Name (printed) | Date

12. **Agreement by Scholar:** I understand that the professor named above will be my host professor; I agree to work him/her and inform him of any future change in my plans.

_____ _____ _____
Signature of Scholar | Name of scholar | Date